



TOWN OF NORTH ANDOVER

FINANCE COMMITTEE

Meeting Minutes

Meeting Date: 4 March 2010

Meeting Location: Town Hall, First Floor
Conference Room

Meeting Called to order: 6:40 PM

I. FinCom Members in Attendance

Mark Rodgers-MR, Chairman	X	Ramsey Bahrawy -RB	X
Peter Besen-PB, Vice Chairman	X	Bonnie Wilkinson-BW	X
Ben Osgood-BO	X	Carlos Bielicki-CB	
Jean Sullivan-JS	X	Thom Dugan-TD	
Alan LeBovidge-AL	X	Herb Cunha-HC, Minutes	X

Non FinCom Members in Attendance

OTHERS: Lyne Savage, LS-Town Accountant
Stan Limpert, SL-Vice Chair-School Committee
Mark Rees, MRees-Town Manager

Note: All FINCOM votes are subject to change upon receipt of new information.

I. Previous Minutes Approved

DATE: N/A

III. New Business

AGENDA ITEM: A. Informal Review of Warrant Articles

Discussion -MR: Mentioned zoning article submitted last year by Scott Hajjar regarding building a drive-thru restaurant on Rt 114. It's necessary to wait for planning board on this article. MRees will check if zoning board has to review. Materials have been submitted to include financials.

 -AL: Article GG Televised Meetings. (needs to be assessed), -MRees: Indicated that it's not feasible with current meeting schedules. BOS will write up this article.

AGENDA ITEM: B. Division of Write-ups of Articles

Discussion: **Action Item: MR will add description column on Master Articles List which are boiler plate articles and will assign Articles to FINCOM members.**

AGENDA ITEM: C. Forecaster Review (Mark and Thom)

Discussion: -Since Thom was not able to attend meeting, this item will be discussed at next meeting.

AGENDA ITEM: D. Facilities recap of Joe Piantedosi's presentation

Discussion: -AL: He asked MRees how we would do **Facilities** and save money.
-MRees: Since we integrated IT, Payroll and Purchasing, then Facilities would be the next big item to form a Facility Management Department. Some Towns include the School Department in this responsibility. He mentioned two Options: A- Energy/Custodial with respect to both School and Municipal costs. B- Building maintenance, etc. Should be able to get \$100k, and to begin a building working group made up of members from Municipal side, School Department and community to work on this. Thinking of moving towards Town Meeting to set aside \$100k to hire Facility Manager. He hopes that working group would complete there efforts by the Fall, with possible hiring of manager in 2011. He agrees that we need to move forward on this.
-MR: With reference to **Facility Plan CIP**, he asked MRees about plan for future use of **Bradstreet School** (earlier discussed by Richard Nardella, BOS).
-MRees: He stated that we need an overall comprehensive plan for facilities.
-BW: She asked do we know what the School would be used for.
-MRees: Possibilities for the site are to sell, establish affordable housing, Special Education, Arts Center or Senior Center.

AGENDA ITEM: E. Fin Com Discussion rules

Discussion: -Rules discussion will be at next meeting.

AGENDA ITEM: F. New Business-UniBank Advisory Services

Discussion: -MR: Handed out UniBank presentation to BOS regarding Credit Rating, and David Eisenthal letter regarding Bonds, and related Financials. Mr. Eisenthal will be getting back to BOS for Reserve versus Debt Cost.
-MRees: He received information on rating of A to A+, 20 basis points, \$120k over life of borrowing.

III. Old Business/Non-Agenda Items

NON-AGENDA ITEM: None

Discussion:

V. Adjournment

Motion: AL Yes Unanimous
Seconded: RB Time: 8:06 PM

IV. Next Meetings

Thursday, 9 Mar 2010 Town Hall, 6:30 PM

ACTION ITEMS

C=Complete

ITEM #	ACTION ITEM	INDIVID.	COMPL. DATE	STATUS
1	Send out financial assumptions model, update with actuals, 2009 model	MR	19 Nov	C
2	Contact Art. and Wellesley for their financial models	MR	19 Nov	
3	Check on website for financial forecasting documents	PB	19 Nov	
4	Contact M. Rees to invite Andover Facility Manager to come to North Andover	MR	19 Nov	C
5	Email Rick Nardella, BOS, about vacant Bradstreet School for planned action	MR	19 Nov	C
6	Revise forecast and CIP in analysis	MR/TD	7 Jan	C
7	Bring binder with budget for BW to review	MR	7 Jan	C
8	Convert minutes and Agenda to PDF format and sent to Peter for posting.	MR/HC	11 Jan	HC to format-C
9	Email a request to Matthew Killen and Sch Comm. to requote the IT proposal with alternative equipment and also look for the same products at different vendors with the intent of lowering the price of the project.	MR	4 Feb	
10	Provide a format for a position list, with columns such as FTE levels, salaries, etc. He will send to MR and MRees. Entries can then be made.	TD	25 Feb	
11	Prepare schedules for CIP Articles/voting A/R and Department visitations to FINCOM.	MR	18 Feb	
12	Schedule a Warrant Article on contracts for a vote.	MR	18 Feb	
13	Send email to MRees and Bruce about possible directing lower cost for Waverly Road project.	MR	25 Feb	
14	Add description column on Master Articles List which are boiler plate articles and will assign Articles to FINCOM members.	MR	9 Mar	